

Submitted: 7/27/2012
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Special Operations Division

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 380
MSA ID: SE55-2512
Page: 1 of 2

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Special Order 01-0007 - closed 09/17/00	1209	ADM 3-1	June 19, 2000	0.0002 cu ft.	07/27/2012	Was shredded
2	MSP 113 Requisition I	1209	SUP 2-2	FY 04 (July 2003) thru FY08 (July 2008)	0.0002 cu ft.	07/27/2012	Was shredded
3	MSP 120 Requisitions - closed	1209	SUP 2-1	July 2009 thru January 2012	0.09 cu ft.	07/27/2012	Was shredded
4	Personnel Orders Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209	PER 5-8	January 1985 thru January 2012	0.006 cu ft.	07/27/2012	Was shredded
5	MSP 168 Request to Engage in Secondary Employment Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209-A-16	PER 5-9	May 2002	0.006 cu ft.	07/27/2012	Was shredded
6	MSP 111 - Uniform Supplies & Equipment Request for Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209	PER 5-14	November 2000 thru April 2003	0.008 cu ft.	07/27/2012	Was shredded
7	MSP 164 Job Observation Record Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209-A-17	PER 5-51	October no year indicated	0.0001 cu ft.	07/27/2012	Was shredded
8	MSP 6 Transfer/Reassignment Request Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209-A-16	PER 5-3	March 2002	0.0001 cu ft.	07/27/2012	Was shredded

Destruction Certification

<u>Leesa Radja</u>	<u>Administrative Aide</u>	<u>7/27/2012</u>
Signature	Title	Date

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9	MSP161 Employee Performance Appraisal Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209-A-17	PER 5-1	February 1998 thru January 2007	0.02 cu ft.	07/27/2012	Was shredded
10	MSP 5 and MSP 30 for Sgt. J. Appleby - part of file purge to send his file to HRD due to retirement.	1209-A-24	PER 5-7	July 2004	0.0001 cu ft.	07/27/2012	Was shredded
11	MSP 164A for Carol Billian - part of file purge to return personnel file to HRD due to separation from MSP.	1209-A-17	PER 5-51	July 1998 through Sept. 2001	0.007 cu ft.	07/27/2012	Was shredded
12	MSP 120 Requisition - supporting documentation	1209	Sup 2-1	September 2003	0.0001 cu ft.	07/27/2012	Was shredded
13	MSP 164, 164A Job Observation Record and Job Observation Report for Sgt. J. Appleby - part of file purge for return of personnel file to HRD on retirement.	1209-A-17	PER 5-51	June 2000 thru December 2008	0.03 cu ft.	07/27/2012	Was shredded
14	Invoices past retention dates	1209	FIS 2	January 2010 thru December 2010	0.05 cu ft.	07/27/2012	Was shredded
15	MSP 125 Monthly Motor Vehicle Mileage Summary Reports - past retention date.	1209-A-21	SUP 3-1	June thru December 2010	0.01 cu ft.	07/27/2012	Was shredded

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

7/27/2012

Date